

## TCU TRANSFER CHECK OFF SHEET

Student \_\_\_\_\_ Student ID No. \_\_\_\_\_

Sending Center \_\_\_\_\_ Receiving Center \_\_\_\_\_ Date Sent \_\_\_\_\_

PLEASE SEND ALL INFORMATION TO THE ST. LOUIS JOB CORPS CENTER AT ONE TIME BY OVERNIGHT MAIL.

The following information is required by the St. Louis Job Corps Center prior to a student's transfer to TCU:

1. **Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:**

- ☐ All chronological records of medical care (nursing notes)
- ☐ Any/all record of current physical exam SF88 and current immunization records
- ☐ HIV test on admission
- ☐ RPR and PPD within last year
- ☐ Hematocrit/Hemoglobin result within last year
- ☐ All TEAP (AODA) notes and drug screen results
- ☐ Mental health service report, if any, or notation that no mental health concern identified during current enrollment
- ☐ Dental Exam – must be a priority 3 or 4
- ☐ If there are any significant or chronic medical problems, please send a progress note (SF600) or any information about it

2. **Other information needed – not sealed:**

- ☐ Current Student Profile (ETA 6-40) updated with leave, accountability, incidents, ESPs, and pay levels
- ☐ Data Sheet (ETA 6-52)
- ☐ Copy of GED or High School diploma
- ☐ Copy of TCU Acceptance Letter

All of the above student material needs to be sent by overnight mail in one package to Ms. Mary Rolfe, Records Clerk, St. Louis Job Corps Center, 4333 Goodfellow Blvd., St. Louis, MO 63120. Phone (314) 679-6291.

If **ALL** of the information is not received by the St. Louis Job Corps Center, the student's acceptance into the St. Louis Job Corps Center and TCU will be delayed.

I certify that all of the above documents are enclosed:

\_\_\_\_\_  
Sending Center Staff Member Date

Phone Number \_\_\_\_\_